

Jordan M. Sinclair

January 16, 2026

Acme Corporation

RE: Promotion General Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion General Counsel position at Acme Corporation, as advertised on your careers page. With over ten years of experience in corporate law and a proven track record of providing strategic legal counsel to high-growth organizations, I am excited about the opportunity to contribute to Acme's continued success and innovative endeavors.

In my previous role as Senior Legal Counsel at BrightTech Solutions, I successfully led the negotiation and execution of a multi-million-dollar partnership agreement that significantly enhanced our market presence. This involved not only drafting and reviewing complex contractual terms but also collaborating closely with cross-functional teams to ensure alignment with corporate strategy. Additionally, I implemented a compliance program that reduced legal risks by 40%, demonstrating my commitment to maintaining high ethical standards while driving business objectives. My ability to translate complex legal concepts into actionable strategies has been instrumental in fostering stakeholder trust and facilitating swift decision-making.

I am particularly impressed by Acme Corporation's commitment to innovation and ethical business practices, which aligns closely with my values and professional experience. I am eager to bring my legal expertise in corporate governance and risk management to your team and support Acme in navigating the evolving legal landscape. I look forward to the possibility of discussing how my background, skills, and enthusiasms can align with the goals of Acme Corporation.

Thank you for considering my application. I am excited about the opportunity to contribute to your esteemed organization and would welcome the chance to discuss my candidacy further.

Sincerely,

Jordan M. Sinclair